**Creating Filtered Reports in Powerschool - Example**

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| 1. Sign In to Powerschool Admin Account | Macintosh HD:Users:Teacher:Desktop:Screen Shot 2015-08-04 at 9.19.28 AM.png |
| 2. Select Group (Example: Student/Grade)  3. Click Arrow at bottom | Macintosh HD:Users:Teacher:Desktop:Screen Shot 2015-08-04 at 9.32.46 AM.png |
| 4. Choose List Students (or Quick Export) | Macintosh HD:Users:Teacher:Desktop:Screen Shot 2015-08-04 at 9.34.51 AM.png |
| 5. Add Title  6. Pick Fields  7. Title Columns  8. Check Gridlines/Export | Macintosh HD:Users:Teacher:Desktop:Screen Shot 2015-08-04 at 9.13.41 AM.png |
| 9. Click Submit | Macintosh HD:Users:Teacher:Desktop:Screen Shot 2015-08-04 at 9.57.13 AM.png |
| 10. Save to Documents or Desktop | Macintosh HD:Users:Teacher:Desktop:Screen Shot 2015-08-04 at 9.15.00 AM.png |
| 11. Open the Excel program  12. Click File/Select Open | Macintosh HD:Users:Teacher:Desktop:Screen Shot 2015-08-04 at 9.59.37 AM.png |
| 13. Choose All Files  14. Select Document | Macintosh HD:Users:Teacher:Desktop:Screen Shot 2015-08-04 at 10.03.45 AM.png |
| 15. Choose “Delimited” if necessary. |  |
| 16. The file should open in a spreadsheet. |  |